Finance Director

POSITION PROFILE | NORTH CENTRAL REGIONAL TRANSIT DISTRICT

The North Central Regional Transit District (NCRTD) was formed in 2004, as New Mexico's first regional transit district and provides transit services within the counties of Los Alamos, Rio Arriba, Santa Fe and Taos, covering a 10,000-square mile area, with an approximate population of 238,843. ***NCRTD's vision is to be the leading rural public transportation organization connecting communities and enhancing cultural, environmental, social, and economic opportunities for the betterment of our region.***

The area is strategically located along Interstate 25 and State Highways 64, 84, and 285. This North Central New Mexico area, known for its high desert scenic beauty with amazing colors, is home to two gorgeous mountain ranges and fascinating cultural nuances where residents and visitors enjoy endless recreational activities, art, history and great cuisine. The area is known for the unique landscape that inspired Georgia O'Keeffe's colorful and picturesque paintings and has one of North America's greatest concentrations of active artists and craftspeople. There are more fine art galleries, studios and guild-style cooperatives in the region than in almost any other part of the country.

North Central New Mexico is a four-season recreational paradise offering a wide variety of outdoor pursuits. In warmer months, the area boasts some of the best fly-fishing, mountain biking, rock climbing and horseback riding in the world. Outdoor enthusiasts also enjoy camping, boating, white-water rafting, hiking, wind surfing, swimming, water skiing, soaring and even hot-air ballooning. During the winter months, powdery snow beckons skiers and snow boarders to the resorts of Taos Ski Valley, Ski Santa Fe, Angel Fire Resort, Red River, and many others.

Cultural offerings include a variety of performing art centers, the Santa Fe Opera and a vast number of museums highlighting everything from Spanish Colonial and Native American culture and renowned fine art and folk art, to artifacts dating from the Manhattan Project to major scientific efforts made by Los Alamos National Laboratory. Festivals and events include the International Folk Art Market, Santa Fe Indian/Spanish Market, Albuquerque International Balloon Fiesta, and Española, Santa Fe, and Taos Fiestas.

Housing and employment options in the region are abundant. Santa Fe, Taos and Los Alamos counties are all within a 20-minute commute of the NCRTD offices with public transportation readily available. Home choices range from upscale apartments and condos to single-family homes and ranches with acreage. Median home value in the area is $155,900 to$275,200 and median income ranges from $36,098 to $101,934.

The region is served by five school districts providing quality education to more than 27,000 students including, Santa Fe Public Schools (almost 15,000 students/31 campuses) Española Public Schools (4,422 students/16 campuses), Los Alamos Public Schools (3,395 students/7 campuses), Taos Municipal Schools (over 3,000 students/9

Governance and Organization

The North Central Regional Transit District began providing transit services in 2007, with existing and newly developed offerings. In 2009, a regional transit tax was overwhelmingly approved by voters and generates 70% of the District's revenue, with 20% from federal funding and 5% funded by Los Alamos County. The District contracts with a number of agencies for services, making up 60% of expenditures.

The District is financially stable with an $13.1 million-dollar budget. The organization has budgeted for 75 team members and there is a drivers/dispatcher's union.

The NCRTD is governed by a 14-member board of directors, including a chairperson. Members serve two-year terms and are elected officials from the cities, counties, and pueblos within the district including:

- City of Santa Fe
- Town of Edgewood
- City of Española
- Town of Taos
- Los Alamos County
- Taos County
- Tesuque Pueblo
- Santa Clara Pueblo
- Santa Fe County
- Nambe Pueblo
- Ohkay Owingeh Pueblo
- Pojoaque Pueblo
- Rio Arriba County
- San Ildefonso Pueblo

The District is recognized as a leader in transit. In October 2014 the NCRTD received the Federal Transit Administration (FTA) Administrators Award for outstanding public service in public transportation. The District has recently adopted its 20 Year Strategic Plan, which will pave the road for all future growth and expansion of the agency.

In addition, in March 2015 the New Mexico Department of Transportation bestowed upon the NCRTD the award of "2014 Non Urbanized Area System of the Year." Recently, the District was recognized by the Government Finance Officer's Association for excellence in Financial Reporting (CAFR) and the Distinguished Budget Presentation Award.

Anthony Mortillaro has served as the Executive Director of the NCRTD since 2011 and has extensive experience in transit operations. He is responsible for oversight and direction of all activities of the organization. Prior to becoming Executive Director, Mr. Mortillaro served on the NCRTD Board for more than six years and chaired the District's Finance and Personnel committees. Additionally, he has served on the board of the former Los Alamos Bus, and was a team member in Los Alamos County's development of Atomic City Transit. In Washington State, Mr. Mortillaro was involved in the annexation of the City of Blaine into the service area for Whatcom County Transit and served as a member of the transit advisory committee. Currently Mr. Mortillaro is serving his third term as the president of the New Mexico Transit Association.

About the Position

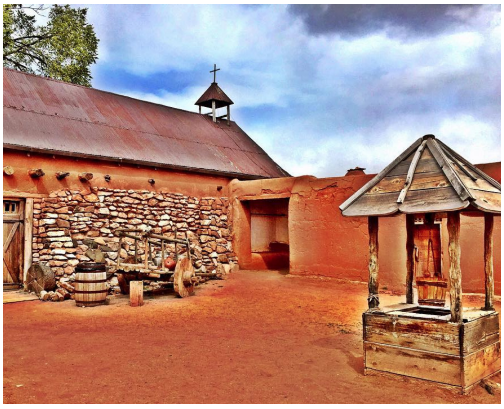
The Finance Director is one of four department heads. The Finance Director oversees, directs and participates in all activities related to the financial management of the District, including accounting, payroll, budget preparation, investment management and general administration, which includes direction over a two-person staff of professional and technical subordinates. Responsibilities include performing diverse, specialized and complex work involving significant accountability and decision-making responsibility prepared in conformity with generally accepted accounting principles (GAAP). The Finance Director also serves as the Procurement Agent and Risk Manager. The District has adopted professional standards that are crucial for embodiment by all levels of the organization. Each NCRTD employee should always:

- Remain a professional, balanced, respectful, problem-solver, even under stress or when outside comfort zones.
- Demonstrate trustworthy behavior and speech (personal integrity and professional competence, do what you say you will do, be dependable, be accountable, act as a contributing member of the professional team).
- Show respect for coworkers and customers (be attentive, recognize others' contributions and concerns, maintain the dignity of all people, empathize, honor differences, build rapport when possible and forgiveness where necessary).
- Keep a positive, "can do" attitude toward tasks, coworkers, management, and customers.
- Communicate coherently (listen to understand, speak to be understood, no blaming, ask questions).
- Demonstrate flexibility in the face of changes and new ideas (understand why changes are being made, ask questions about them when necessary, give them a chance and offer feedback where appropriate).
- Be a steward (1) of the organization's resources (avoid waste, suggest cost saving ideas, take care of things by keeping them clean and the area safe); and (2) of personal careers (identify one or two areas of growth, learning, or certification to pursue every year).

We Value Professional Excellence

NEIGHBORLY
COMMUNICATION
RESPECTFUL
TRUSTWORTHY
DEDICATED

Leadership & Innovation



The NCRTD is fiscally sound with financial policies in place to ensure a 25% reserve fund balance. The NCRTD is seeking a Finance Director to continue to support and protect the financial health of the District. Managing the District's finances will continue to be a high priority and will require an individual who can operate effectively, creatively and thoughtfully.

The new Finance Director will be responsible for several key initiatives for the organization including:

- Continue to develop and build upon the interoperability of existing professional and technical staff and ensure they acquire the skills to work in a high performing finance department;
- Continue development of financial transparency efforts;
- Develop financial performance measures and scoreboard to ensure internal and external alignment with District goals and objectives that gauge program effectiveness;
- Continue the review of the District's existing financial practices for needed modifications and enhancements;
- Review the District's procurement practices for needed reforms;
- Continue GFOA recognition for Annual CAFR and Budget documents;
- Undertake the District's debt issuance for the phased construction of a multi-million-dollar fleet maintenance facility;
- Develop and implement long-term financial plans to ensure the continued financial success of the District;
- Assess the need for an upgrade to the District's financial management software to streamline accounting, budgeting, and payroll and HRIS operations.

Ideal Candidate

The ideal candidate will be a well-rounded public finance professional with superb technical skills, who possess a working knowledge of all financial management, grants, investment practices, and cost accounting methods. Strong communication skills, both verbal and written are paramount, as the Finance Director presents to the Board of Directors and is responsible for preparing clear, concise, accurate and completed reports and recommendations.

In addition, the Finance Director should be an exceptional communicator with the ability to establish and maintain effective working relationships with Federal, State and Local government officials. The successful candidate will be an internal champion of customer service through a management philosophy of service excellence and be able to maintain positive and cooperative working relationships across all levels of the organization. The successful candidate will build accountability for staff and create a positive working environment characterized by teamwork and innovation.

Education & Experience

Graduation from college with a bachelor's degree in accounting, finance, business administration or related; and, eight (8) years of progressively responsible experience related to above duties that include at least three (3) years supervision of professional and clerical staff.

Compensation and Benefits

NCRTD offers a competitive hiring range from $87,616 - $131,424 as a yearly salary; placement within this range is dependent upon qualifications. NCRTD participates in the Public Employees Retirement Association of New Mexico. The District provides excellent health insurance, retirement, paid annual and sick leave.

First review of Applicants will take place on July 10, 2016. The position will remain open until filled. Employment is subject to pre-employment alcohol and/or drug testing.

Application Process

Interested candidates must submit a resume, letter of interest, list of references, current salary and submit to:

Dora Anaya
Human Resources Director
North Central Regional Transit District
1327 N. Riverside Dr.
Española, NM 87532

Electronic submittals are strongly preferred - please send to: Doraa@ncrtd.org

The NCRTD is an EEO/AA Employer. Title II of the American with Disabilities Act and Section 504 of the Rehabilitation Act prohibit discrimination on the basis of disability in public programs. Individuals with disabilities who need reasonable accommodation to participate in the hiring process or who require information in an alternative format must include this request in their letter.

Resources

North Central Regional Transit District
www.ncrtd.org

Española Public Schools
www.k12Espanola.org

Los Alamos Public Schools
www.laschools.net

Pojoaque Valley School District
pvs.k12.nm.us

Santa Fe Public Schools
www.sfps.info

Taos Municipal Schools
www.taosschools.org

Chamber of Commerce Websites

www.españolanmchamber.com

www.chamavalley.com/relocation.html

www.losalamoschamber.com

www.santafechamber.com

www.taoschamber.com

NCRTD Mission Statement

The mission of the North Central Regional Transit District is to provide safe, secure and effective public transportation within North Central New Mexico in order to enhance the quality of life of our citizens by providing mobility options and to spur economic opportunity throughout the region.